

<p align="center">CM/ECF</p> <p align="center">User's Guide</p> <p align="center">Part 2</p> <p align="center">US Bankruptcy Court, Southern District of Iowa</p>	Chapter
	Section

Creditor Maintenance**Edit Creditors**

- STEP 1** Select Bankruptcy
- STEP 2** Select Creditor Maintenance
- STEP 3** Select Edit Creditors
- STEP 4** Enter Case Number
- STEP 5** Enter Name of Creditor (If you leave this blank the next screen displays a drop down list of all creditor(s) in the case for your selection)

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Edit Creditor(s)

Case number 03-45

Enter name of creditor CBE Group

☒ Edit a creditor

☐ Delete creditor(s)

Next Clear

- STEP 6** Select Edit a creditor or Delete creditor(s)

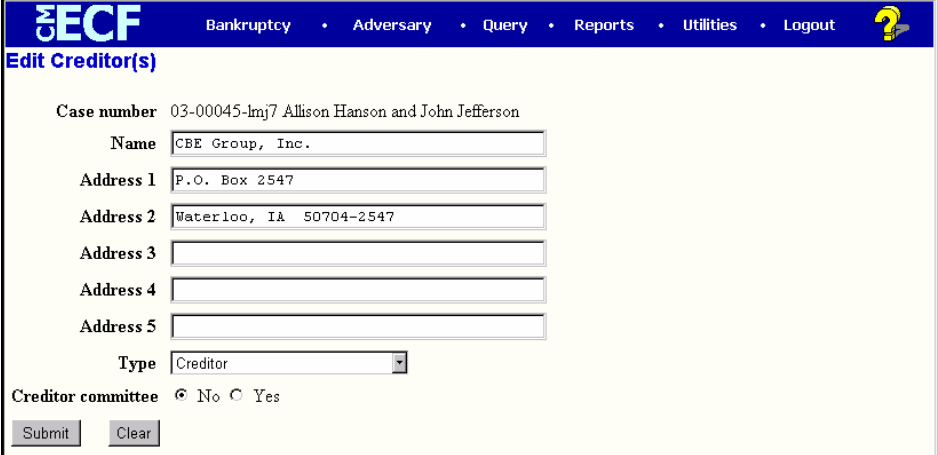
CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Edit Creditor(s)

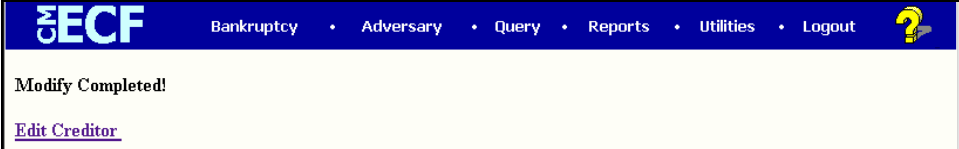
Case number 03-00045-lmj7 Allison Hanson and John Jefferson

Creditor CBE Group, Inc.

Next Clear

STEP 7 Verify this is the correct creditor

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is the title "Edit Creditor(s)". The form displays the "Case number" as 03-00045-lmj7 Allison Hanson and John Jefferson. The "Name" field is populated with "CBE Group, Inc.". The "Address 1" field is "P.O. Box 2547", and "Address 2" is "Waterloo, IA 50704-2547". Fields for "Address 3", "Address 4", and "Address 5" are empty. The "Type" dropdown menu is set to "Creditor". The "Creditor committee" section has radio buttons for "No" (selected) and "Yes". At the bottom are "Submit" and "Clear" buttons.

STEP 8 Modify the creditors address data

The screenshot shows the ECF system interface after a successful modification. The top navigation bar is the same as in Step 7. Below the navigation bar, the text "Modify Completed!" is displayed. A link labeled "Edit Creditor" is provided below the completion message.